

**Memorandum of the Meeting
Regular Study Session/Meeting
Twenty-Seventh Town Council of Highland
Monday, May 18, 2015**

The regular study session of the Twenty-Seventh Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting chambers on **Monday, May 18, 2015** at the time of 7:05 o'clock p.m.

Silent Roll Call: Councilors Mark A. Herak, Bernie Zemen, Dan Vassar, Steve Wagner and Konnie Kuiper were present. A quorum was attained. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings.

Also present: Peter T. Hojnicky, Metropolitan Police Chief; Steve Mileusnich and Susan Murovic of the Advisory Board of Zoning Appeals; Ed Dabrowski, IT Consultant (Contract) and Randy Bowman, Assistant Inspector for Electrical were present.

Additionally Present: Hon. Frank Mrvan, North Township Trustee was also present.

General Substance of Matters Discussed or Proposed

1. *Presentation and discussion with the North Township Trustee, **Hon. Frank Mrvan.*** With leave from the Town Council, the North Township Trustee presented to each member of the Town Council and the Clerk-Treasurer several published materials in support of his presentation and report on the services and activities of the Township for Highland residents in 2014.

The publications included the pamphlet entitled North Township Trustee Assistance; the Township newsletter entitled the North Township Navigator; The Township Statistical Report filed on Indiana State Form TA-7, for the period January 1, 2014 through December 31, 2014; a summary of services delivered through the Hammond and East Chicago Offices and an edition of his office's *Service Provider Directory*.

The Township Trustee noted that in 2014 for the Town of Highland there were 206 requests for assistance, with 88 households assisted. There was \$45,557.25 in assistance issued. The Trustee noted that these numbers may not include special assistance his office provided to Striking workers from BP Amoco or services such as the Para transit on demand transportation service his office provides called "Dial a Ride."

The Township Trustee offered an overview of the "Dial a Ride" services and its operation subsidized by CMAQ Federal Transportation Grant. He further noted that the demand has been significant particularly with the loss of the Regional Bus Authority. He further noted that in consequence of its creation, the City of Hammond eliminated its public transit or bus services. The Township Trustee also suggested that the demand has been transferred to the Township Dial a Ride Para-transit. He also discussed the partnerships with Prompt Ambulance providing some of his dispatching capacity and with Triple AAA Livery Service of Highland to augment the Dial a Ride service when needed.

The Township Trustee further noted that the CMAQ Grant (Congestion Mitigation and Air Quality) Grant has been extended through 2017 there will need to be a serious discussion by regional leaders about providing this sort of public transportation at the expiration of the grant.

The Township Trustee further opined that there was an underutilization of the so-called 211 telephone number, which is supported by the Lake Area United Way, to be used by those with needs that may be financial or otherwise.

The Township Trustee also reported on his partial domicile inspections that are conducted in consequence of applications for assistance. The Township Trustee noted that in conjunction with the Building Department of the Town, he would be willing to coordinate these inspections to allow for any obvious non-compliance with current codes to be communicated to the proper staff of the Town. The Township Trustee indicated that this sort of cooperative coordination is currently underway with the City of Hammond.

The Town Council President inquired of the Township Trustee about ways in which the Town of Highland could be supportive and helpful to the North Township Offices. It was noted that simply directing persons who may be in need of services that are provided by the North Township Office would be sufficient.

All members of the Town Council expressed thanks to the Township Trustee for his work and appreciated the report.

2. *Discuss authorizing the use and transfer of up to \$836,553 from the Waterworks Cash Reserve for the use of the Waterworks Department in support of the Kennedy Water main Replacement Project. This authorization will reduce the amount necessary to be borrowed under debt financing.* The Town Clerk-Treasurer reported on the inquiry of the Board of Waterworks Directors to finalize the financing for the Kennedy Avenue Water main Replacement.

The Clerk-Treasurer noted that as of 30 April 2015, there was \$1,378,655 on deposit to the Water Cash Reserve Fund. Noting that this fund received the surplus designed into the rates to allow for transfer to the Corporation General Fund. The Clerk-Treasurer indicated that he recommended that \$800,000 be retained in the fund for use as PILOT as needed. Further, he noted that would allow for use toward the Kennedy Avenue Water main Project the amount of \$578,655. The Clerk-Treasurer indicated that the Town Council as legislative body would need to authorize the transfer and use of the \$578,655. It would need to determine whether it goes into its bond proceeds Capital Fund or into the Waterworks Improvement Fund.

The Clerk-Treasurer further noted that the Waterworks District Bond and Interest Fund, has a dormant fund balance from a tax levy in the amount of **\$257,898.25. This should be transferred under the provisions of IC 36-1-8-5(4).** The Clerk-Treasurer noted that the effect of this transfer would be to make this available for the Kennedy Avenue Water Main Project as it would likely find its way into the Waterworks Improvement Fund under the Net Revenue protocol.

No member of the Town Council expressed any objection to the uses as indicated.

3. *Discuss the most recent revision of the IT personnel Agreement to consider its placement on the June 1 agenda.* The Town Council and the Clerk-Treasurer discussed the current iteration of the employment agreement proposed to be made between the Town of Highland and Jerry Koedyker, who recently retired from the Metropolitan Police Department to perform the position of IT Systems Administrator/Training Officer, a position closely aligned with the work he performed as an employee.

The Clerk-Treasurer and the Town Council discussed the additional of a clarifying provision related to compensation, which the Town Attorney had included in nearly all of the similar employment agreements, and urged that these be added provided

that the Town Attorney's review supports it. The Town Council had no objections. The Clerk-Treasurer urged its inclusion for clarity, consistency with prior agreements, and to reduce any external audit concerns.

4. *Signature Authorization.* The Town Council discussed the request from the Police Department for action to authorize and approve the Town Council to execute member signatures on Town Board of Metropolitan Police Commissioner letter commending Deputy Commander John Banasiak, Sergeant Randall Stewart, Corporal Shawn Anderson, Corporal Erich Swisher, Officer Brandon Norris, and Officer Brian Stanley for exemplary public service leading to the award of a single paid day off for their work in the Field Training Program, for Officer Nicholas Vanni. (Pursuant to Section 4.13 of the Compensation and Benefits Ordinance, for the day off to be effective requires the approval of the board of jurisdiction and the Town Council.) There was no objection raised and the matter would be placed on the Town Council meeting agenda for June 1, 2015.

The Town Council President noted that the changes to meetings authorized by the Town Council, as it was included in the Discussion List for the Study Session.

Reminder of Meeting Schedule:

May 25, Memorial Day:	NO MEETING
Monday, JUNE 1:	PLENARY BUSINESS MEETING
Monday, June 8:	NO MEETING
Monday, June 15:	PLENARY BUSINESS MEETING
Monday, June:	Study Session

There being no further business necessary or desired to be discussed by the Town Council, the regular study session of the Town Council of **Monday, May 18, 2015**, was adjourned at 7:44 o'clock p.m.

Michael W. Griffin, IAMC/MMC/CPFA/CPFIM/CMO
Clerk-Treasurer